

UNO English Dual Enrollment FACULTY & GRADUATE STUDENTS TRAVEL GRANT APPLICATION 2017-2018

The UNO Department of English's Dual Enrollment program is pleased to provide travel grants for the 2017-2018 academic year. Grants are typically used to support travel to conferences and symposia for the applicant to deliver a paper or participate in a formal discussion; in some special circumstances they can also support research-related travel. All travel should have the potential to benefit Dual Enrollment teachers and their students.

Funding Amounts and Limitations

Each faculty member or graduate student will be limited to a total of \$1500.00 in DE travel grant funding per academic year (AY) for one trip, subject to availability of DE funds. To apply for DE funds, you must have already used your one trip funded by the College of Arts & Sciences.

Travel Arrangements and Reimbursement

All tickets must be purchased, and rental car arrangements made, directly through UNO's travel contractors. To arrange tickets or for a rental car, please contact Jill Sutton, the Department of English's Staff Assistant, immediately after your grant has been approved. Under no circumstances will Dual Enrollment reimburse anyone for travel purchased by an individual or for travel undertaken without previous approval.

Other costs (hotel, registration, mileage, etc.) will be reimbursed upon presentation of original receipts to Jill Sutton within 60 days of your return. If you do not have original receipts, no reimbursement will be made, as UNO no longer accepts affidavits.

Application Process

- Complete the following grant application, as well as a UNO Travel Authorization Request form, signed by the Chair, and send these materials to Chuck Johanningsmeier, the department's Dual Enrollment Coordinator (jmeier@unomaha.edu). **In accordance with University and College travel guidelines, this must be done at least 30 days in advance of the first day of travel.**
- If you are travelling internationally, you **a)** must have your travel pre-approved by the Dean; and **b)** you must purchase an Air Ambulance Card and include your number on the Travel Authorization card (see Jill Sutton or Dustin Pendley for help with this).
- Budgets should be as complete and accurate as possible; if submitting a request prior to having complete information about a conference, the applicant should review the previous year's conference information for estimates on expenses and topics
- All information requested must be addressed completely, concisely, and accurately. Please remember to tell how your travel will potentially benefit Dual Enrollment teachers and/or students.

If Your Application Is Approved

- Contact Jill Sutton to make transportation arrangements.
- Within 60 days of your return, submit a) all original receipts; and b) a copy of your conference program or some other verification of your travel.
- Within 30 days of your return, you must submit a written report to the DE Coordinator (Charles Johanningsmeier). Future funding is dependent on fulfilling this requirement.

1. Applicant Information

Name: _____

Position: _____

Address: _____

Phone: _____

E-mail: _____

Date Submitted: _____

Have you received a English DE Travel Grant in the past 3 years?

☐ Yes ☐ No (This will not affect your application)

If yes, please describe in approximately 250 words how your previous English DE-funded travel activity has enabled you to help enhance DE teaching and/or DE students' learning experiences.

Have you submitted a report about your previous English DE Travel Grant activity? No new application will be considered if a report has not been submitted.

___ Yes ___ No

2. Travel Activity Information

A. Check which applies and insert information

☐ Conference. Please give name, organization, dates, and location:

■ Workshop. Please give name, date, organization, dates, and location:

■ Symposium. Please give name, date, organization, dates, and location:

■ Archives or Site Research. Please give name of location(s) and dates:

■ Other (insert clear description of this activity)

B. Attach, or provide a link to, a copy of your conference acceptance letter or other authenticating materials.

C. Briefly describe the purpose of the proposed travel (under 250 words):

3. Budget

Conference/Workshop Registration, Fees, etc.

Estimated Travel costs (air or driving)¹

Lodging (_____ nights @ \$ _____ per night)

Other Costs directly related to the travel activity (specify)

Total

Less other funding (specify amounts)

Total Request (\$1,500 grant limit/year)

Budget Notes

1. For mileage reimbursement use the current rate of \$0.25 per mile; following State of Nebraska policy, mileage will be reimbursed based on the shortest route. If you choose to rent a car for surface travel, you may also request reimbursement for fuel costs (you must submit original receipts for these purchases).
2. Please be reasonable in your request. To learn the maximum allowance for meals, use US GSA domestic/foreign per diem rates (<http://www.gsa.gov>).

4. Rationale for DE Funding Support

(Please limit rationale to 2 double-spaced pages.)

The grant is contingent on your willingness to disseminate information related to your travel activities to the Dual Enrollment community of teachers and students. This may take any number of useful forms, possibly including curricular plans or innovations, a list of relevant materials/readings, a form of your conference presentation that is readily adaptable to DE classroom use, etc.

Please describe how you would like to disseminate information about your travel activity in a form that is useable to the English DE community. Please include specific actions you plan to take after returning.

If you are awarded a travel grant and accept it, you thereby agree to make yourself available as a guest speaker to an area Dual Enrollment class for at least one visit during the year following your grant, with no further reimbursement.

